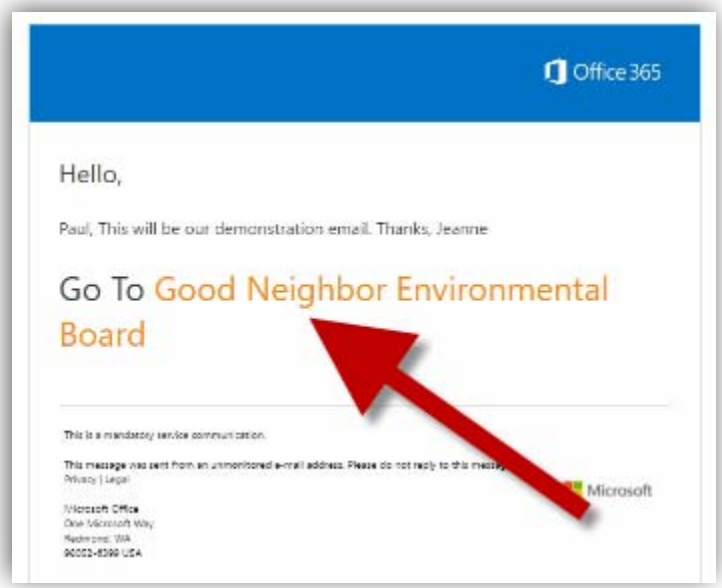
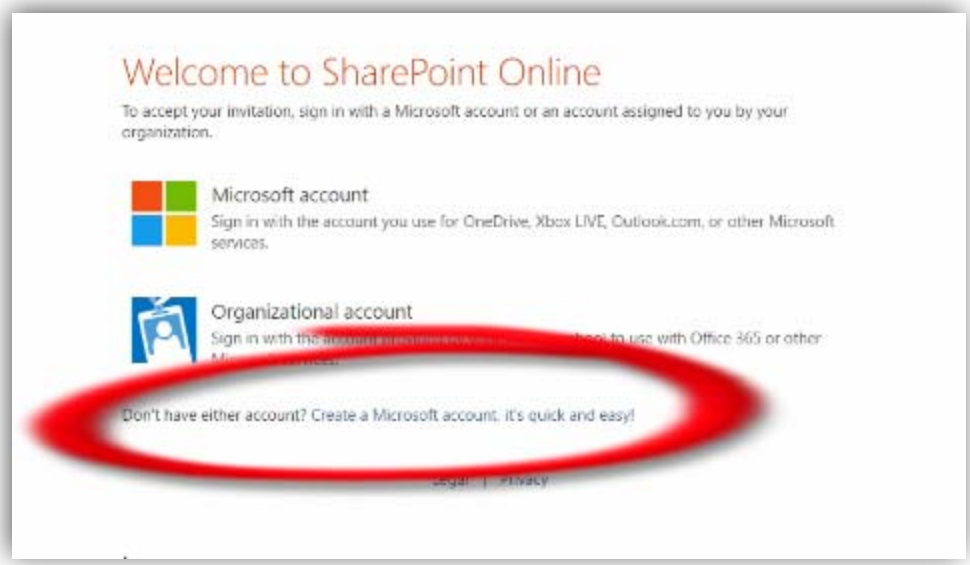
How to Gain Access to an EPA SharePoint Site – External Users

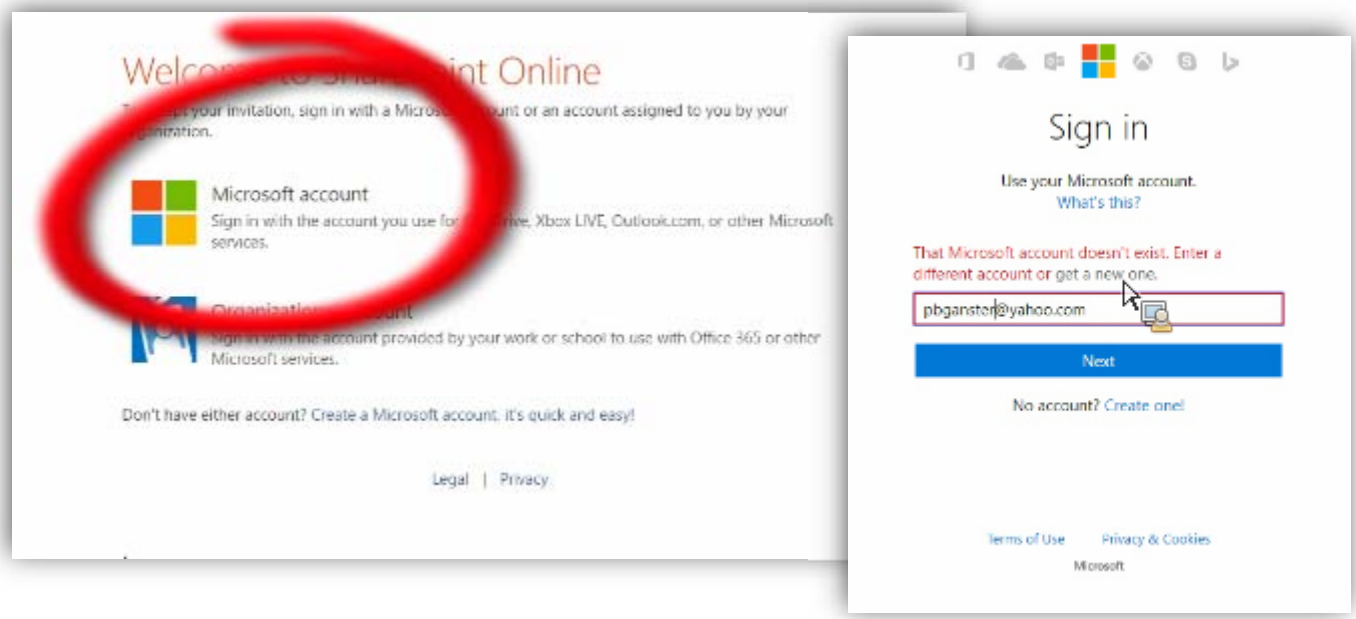
1. Click on the link in the email invite from SharePoint.



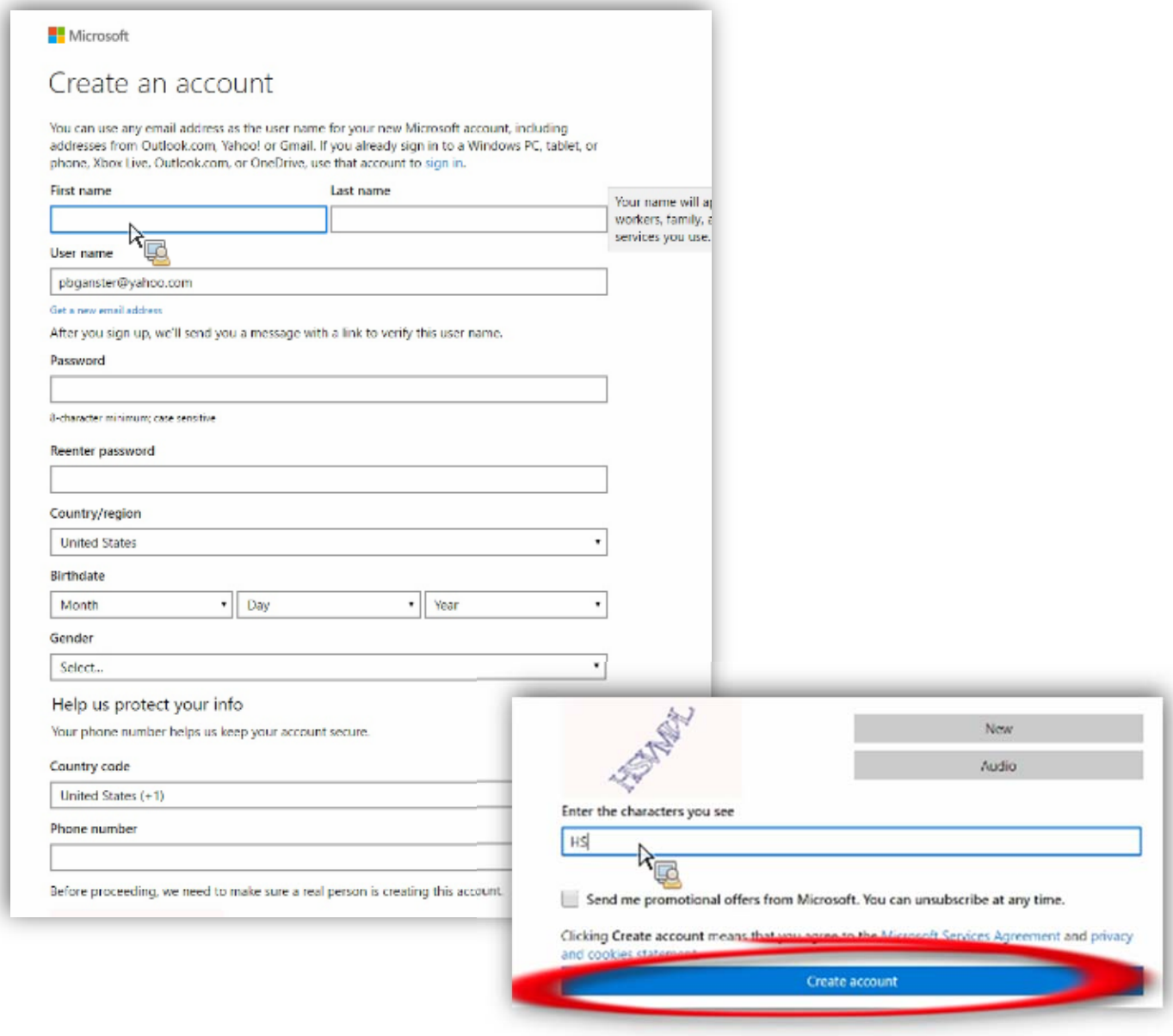
2. A page will pop up with Microsoft account options. If you are sure you have never used this email to create an account before, click on the bottom link that says “Create a Microsoft Account.”



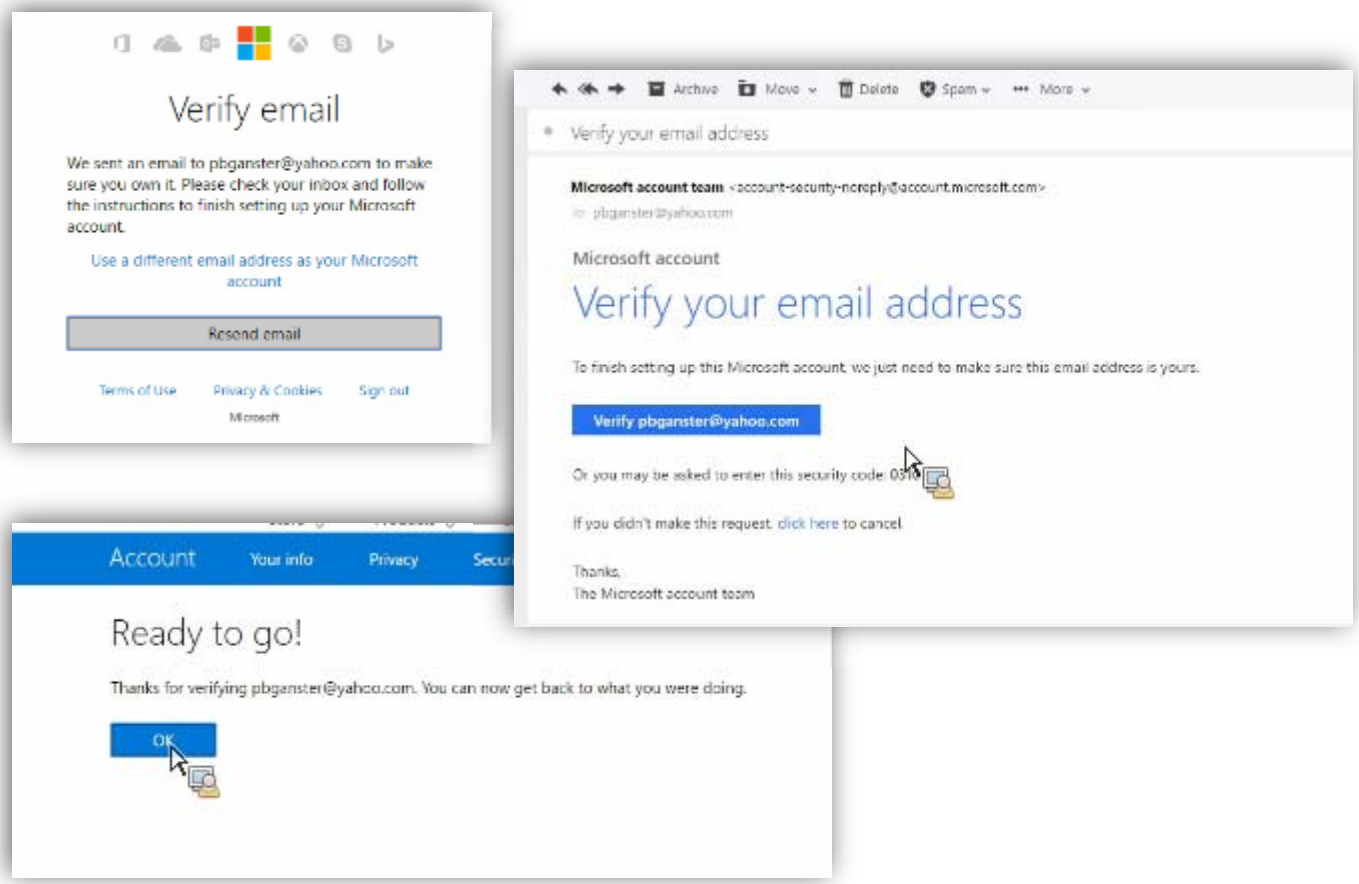
3. If you are unsure, you can click on “Microsoft Account” and type in your email address to see if you get an error.



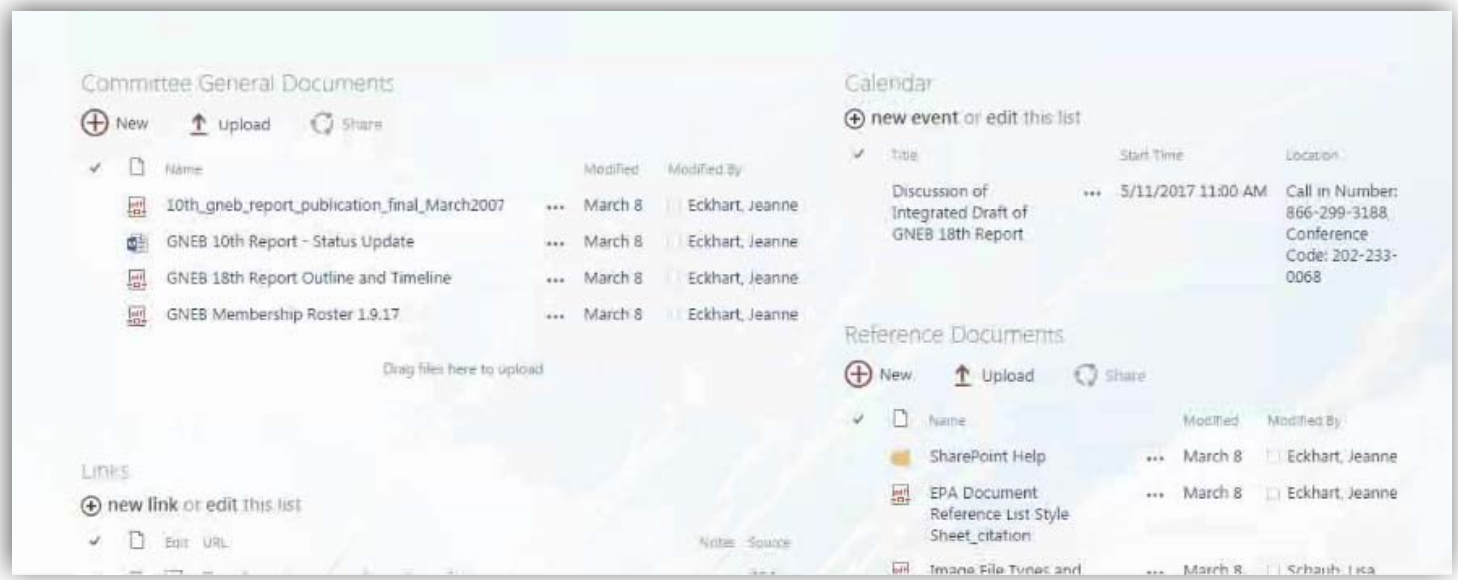
4. When creating a new account, fill in the information requested. USE YOUR WORK EMAIL ADDRESS. *This address* has to match the invite. When you are done click “Create Account.”



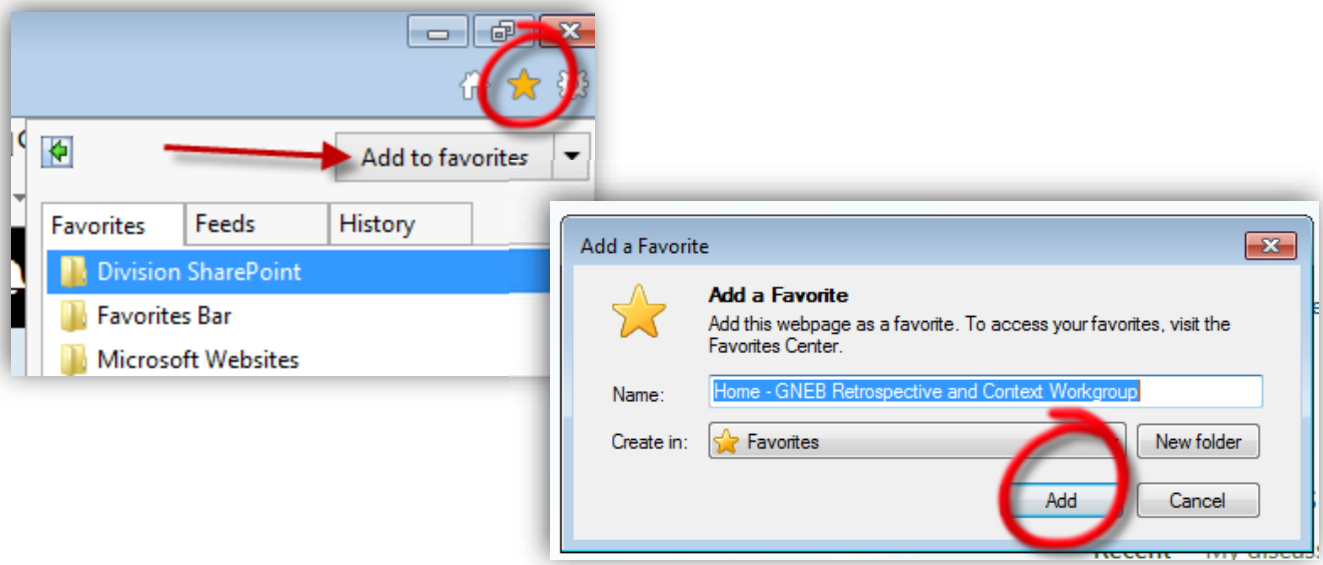
5. Confirm your email by clicking on the confirmation link from Microsoft (send to your email.)



6. Once confirmed, you should automatically be directed into the site. If not, re-try the link in the email.



7. Save the link in your favorites! Click the star on the top of your browser and then click “Add to favorites.” Then, choose the name to save it as and click “Add.” It will then be available when you click on the star.


Add to favorites
Favorites
Feeds
History
Division SharePoint
Favorites Bar
Microsoft Websites
Add a Favorite
Add a Favorite
Add this webpage as a favorite. To access your favorites, visit the Favorites Center.
Name:
Home - GNEB Retrospective and Context Workgroup
Create in:
Favorites
New folder
Add
Cancel